

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MEETING, TUESDAY, JULY 1, 2014

PRESENT: Len Giambra, Michelle Guertin, Wendy Ortega, MaryAnn Casciano, Susan Buck, Sharon Sanders

GUESTS: Kevin Lyden, Lew Buckley, Nancy Rollinson, Carl Nawrocki

CALL TO ORDER by Len at 6:45 PM

ADDITIONS TO AGENDA: Three topics were added to new business as follows

- Len moved to add an application from FOSL (Friends of Salem Library) to use the program room for a meet-and-greet event for the new head librarian. Sue seconded. M/C 5-0. Len abstained.
- Michelle moved to add an inquiry from a person who wants to use the program room to teach about using nontoxic materials and methods as "green cleaners." Wendy seconded. M/C 5-0. Len abstained.
- Sharon moved to add revision of the job description for head librarian to include accounting responsibility for money. Sue seconded. M/C 5-0. Len abstained.

PUBLIC COMMENTS: None

GENERAL PROCEEDINGS

- **Minutes of meeting of 6/10/2014** were reviewed and approved as corrected and amended. The motion was made by MaryAnn and seconded by Michelle. M/C 5-0. Len abstained. **Note--**on 6/10/2014 the board went into executive session not using proper procedure per Robert's Rules of Order. The agenda was not a part of the regular meeting. No actions were taken.
- **Financial report dated 7/1/2014** was discussed by Michelle and approved by the board. The motion was made by MaryAnn and seconded by Sharon. M/C 5-0. Len abstained.

Michelle reported attendance at a FOSL meeting to set a procedure to track spending its funds for the library. Michelle reviewed from that meeting a summary list of suggested actions by FOSL, the board, and head librarian. Carl clarified that to his knowledge library staff has not been paid for running FOSL programs. The board agreed that for purchase of circulation materials : 1) the librarian should establish 2 separate accounts, i.e., FOSL and the town and 2) for FOSL donated funds the head librarian should choose those materials at her discretion.

- **Correspondence** None
- The **Librarian's Report** was deferred.

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SALEM FREE PUBLIC LIBRARY
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- The **Friends of the Library** report was given elsewhere in the meeting minutes.

OLD BUSINESS

- **Librarian Transition**

The background check for the new head librarian, Rachel Gaither, has been completed by the town. Education verification is expected in the near future. Rachel's start date is 8/1/2014.

- **Library Survey** Len confirmed library survey results were sent to Kevin.
- The automated **People Counter** has arrived. Since the last meeting the Lions Club has generously supported the project so that an automated, instead of manual, version is available to the library.

NEW BUSINESS

- MaryAnn moved to approve the FOSL application for use of the program room on 8/14 for a meet-and-greet event for the new head librarian. The motion was seconded by Sharon. M/C 5-0. Len abstained. In absence of the head librarian, Sharon signed the completed application form on behalf of the board.
- Michelle summarized a query about use of the program room for an educational talk about nontoxic materials and methods as "green cleaners." Michelle will talk further with the interested person specifying that no selling can occur.
- Sue moved to revise the Head Librarian Job Description (app'd 2/12/2013) as follows: add to general statement of duties, "Accounts for all monies received and expended." Michelle seconded. M/C 5-0. Len abstained. MaryAnn will revise an electronic version of the document.

OPEN DISCUSSION There was a reminder to add to new business at the next meeting a policy for the library to accept donations, such as art work.

MOTION TO ADJOURN was made at 9:09 PM by MaryAnn and seconded by Susan. M/C 5-0. Len abstained.

Respectfully submitted,
Sharon Sanders, Recording Secretary

NEXT BOARD MEETING: TUESDAY, AUGUST 12, 2014 (6:45 PM)